



REPLY TO
ATTENTION

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

S: 29 Sep 07

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AMCRM-F

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Materiel Command (AMC) Fiscal Year (FY) 2007 Year-end Close Out Process (AMC Fiscal Year-end Guidance #1-2007)

1. In 2007, AMC continues its mission of supporting our Soldiers in the global war on terrorism. It is critical to optimize the use of our funds to ensure we carry out mission essential functions necessary for our troops. As we approach fiscal year-end, we must balance on-going requirements with the fiscal responsibilities of closing out FY07 business. Therefore, any war effort issues that conflict with the fiscal year-end close out schedule should be brought to my immediate attention.
2. As in past years, we will work to close out FY07 on 29 September 2007. We have learned that early planning, on-going reviews of contracts, and open lines of communication among the resource management, acquisition and logistics communities are some of the key elements for a successful year-end close out. Now is the time to identify and resolve issues that may affect AMC's year-end close out, allowing us time in late September to concentrate on the distribution and execution of funds.
3. Your year-end close out plans should include:
 - a. A review of FY06 and previous fiscal year-end lessons learned.
 - b. On-going reviews of contracts throughout the year, with emphasis on those with special interest and those that will cancel in FY07.
 - c. Establishment of milestone schedules and cut-off dates that will enable AMC to meet the September execution goals.
 - d. Coordination of work schedules to ensure the required individuals are available as necessary.
 - e. Early and on-going cleanup of abnormal balances and excess prior year funds.

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4. The AMC DCSRM, G-8 is beginning the FY07 year-end close process and will provide more specific guidance during the next few weeks. Please disseminate this guidance throughout your commands at all levels and to those non-AMC agencies with which you do business. I ask for your cooperation in striving to close out FY07 business on Saturday, 29 September 2007 with cleanup and minor adjustments on Sunday, 30 September 2007.

5. The HQ AMC points of contact are Mrs. Paula Whatley, Commercial (703) 806-9288, DSN 656-9288; Mrs. Valli Shan, Commercial (703) 806-9261, DSN 656-9261; and Mrs. Elaine Sedeora, Commercial (703) 806-8630, DSN 656-8630.

FOR THE COMMANDER:


TERESA W. GERTON
Deputy Chief of Staff for
Resource Management, G-8

DISTRIBUTION:

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